

**Environmental Management Consolidated Business Center (EMCBC)****Subject: Time and Attendance Reporting**

Implementing Procedure

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Financial Management

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**1.0 PURPOSE**

The purpose of the EMCBC's time and attendance (T&A) system is to ensure that T&A recorded in Automated Time Attendance and Production System (ATAAPS) is authorized; promptly recorded; accurate for leave and pay purposes; timely approved; and, that appropriate documentation is retained that complies with applicable requirements.

**2.0 SCOPE**

This procedure establishes T&A requirements for employees, timekeepers and supervisors. It requires that T&A data be maintained in ATAAPS and cover the length of the biweekly pay period.

**3.0 APPLICABILITY**

This procedure applies to all full and part-time employees assigned to the EMCBC.

**4.0 REQUIREMENTS & REFERENCES****4.1 Requirements**

4.1.1 DOE O 535.1, Time and Attendance Reporting

4.1.2 DOE O 534.1B, Accounting

4.1.3 DOE O 322.1B, Pay and Leave Administration and Hours of Duty.

4.1.4 Title 5 Code of Federal Regulations (CFR), Parts 550, 551, 610 and 630

4.1.5 GAO-03-352G, Maintaining Effective Control over Employee Time and Attendance Reporting

4.2 References

- 4.2.1 DOE Handbook on Leave and Absence
- 4.2.2 ATAAPS Manual
- 4.2.3 IP-243-03, Identifying, Filing, and Maintaining Records
- 4.2.4 PS-322-01, EMCBC Work Schedule Policy
- 4.2.5 PS-322-02, EMCBC Policy on DOE-Flex

5.0 DEFINITIONS

- 5.1 Premium Hours. Time worked outside of normally scheduled hours, including: overtime, night, holiday, Sunday work, and standby duty hours.

6.0 RESPONSIBILITIES

6.1 Director/Assistant Directors

- 6.1.1 Designate primary and alternate certifying officials and ensure that they know the employees for which they are responsible and understand that they are responsible for the employees' attendance.
- 6.1.2 Designate timekeepers and approve overtime and other premium pay.

6.2 Office of Financial Management

- 6.2.1 Establish and maintain certifying officials and timekeepers in the ATAAPS system.
- 6.2.2 Monitor premium hours earned and used within EMCBC.

6.3 Supervisors (Certifying Officials)

- 6.3.1 Ensure that T&A data for employees under their cognizance are prepared according to this procedure.
- 6.3.2 Maintain accountability for each individual listed on their organizational T&A report.
- 6.3.3 Approve, as appropriate, employee Overtime Request and Authorization for Payment and other T&A documentation. Ensure that overtime/premium hours are scheduled and approved in advance of the work to be performed.

- 6.3.4 Keep informed as to the attendance of employees for whom they are responsible, including those assigned to duty stations away from the supervisor's immediate area, and ensure the accuracy of T&A data.
- 6.3.5 Maintain supervision of employees under alternative work schedules during all hours of extended workdays to ensure proper certification of employees' T&A data.
- 6.3.6 Monitor employee leave balances and ensure that "Use or Lose" leave can be taken in the leave year. Supervisors should take appropriate action related to leave issues.
- 6.3.7 Certify as accurate for leave and pay purposes the T&A data for each employee under their supervision following the end of the pay period.
- 6.3.8 Certify retroactive T&A data for premium hours worked or leave usage as soon as possible, but not later than one year after the applicable pay period.

6.4 Timekeepers

- 6.4.1 Maintain the required supporting documentation and current files for their designated certifying officials and their alternates including:
  - 6.4.1.1 Documentation supporting all absences, and
  - 6.4.1.2 Documentation supporting military and court leave including copies of military /court orders and certification documentation of actual attendance upon return to work.
- 6.4.2 Retain all paper T&A documentation in accordance with the EMCBC Master File Plan.
- 6.4.3 Timekeepers must:
  - 6.4.3.1 Input all premium hour transactions into ATAAPS in the pay period provided.
  - 6.4.3.2 Ensure that T&A records are properly secured and access to data is restricted in accordance with the Privacy Act.
  - 6.4.3.3 Assist the supervisor in ensuring that T&A data and corrections are certified in a timely manner.

6.5 Employees

- 6.5.1 Comply with periodic T&A instructions issued by the Office of Financial Management (for example, an ATAAPS code for administrative leave or when ATAAPS closes early for an upcoming holiday) in addition to this procedure.
- 6.5.2 Verify for accuracy for leave and pay purposes, the hours recorded in ATAAPS by the timekeeper; including the number of credit hours, compensatory time, and time off award hours, for the days they are earned or used.
- 6.5.3 Input the hours and type of hours for non-premium work and absences in ATAAPS.
- 6.5.4 Support all requests for an absences by a completed “Request for Leave or Approved Absence,” OPM Form 71 located electronically at the EMCBC’s Employee Self Services (ESS) web site. If the employee is unavailable to submit a request prior to an absence, he/she must submit one upon returning to duty.
- 6.5.5 Employees must also:
  - 6.5.5.1 Request any work schedule changes, per PS-322-01, from the supervisor and ensure that timekeepers have timely notification of work schedule changes and leave absences.
  - 6.5.5.2 Submit requests for approval of any overtime, through completion of premium hour forms DOE F 2220.20 (Attachment A), to the Supervisor in advance, to the extent possible, for work to be performed. Submit premium hour forms to timekeepers as promptly as possible. Failure to do so may delay processing to the following pay period.
  - 6.5.5.3 Inform the supervisor, in advance, by e-mail, when planning to earn credit hours. Provide the date and the number of credit hours to be earned. At the end of the pay period, submit to the supervisor for concurrence a signed and dated EMCBC Credit Hour Earned Form (IP-535-01-F1) with actual date and credit hours earned. Then submit the form to the timekeeper for coding earned credit hours (CD) in ATAAPS. The completed form is retained by the timekeeper for recordkeeping purposes.

7.0 GENERAL INFORMATION

- 7.1 Falsification of T&A information and failure to comply with these instructions may result in disciplinary action. Failure to comply with T&A instructions may result in delayed payment of wages.

8.0 PROCEDURES

8.1 Employees

- 8.1.1 Employees must complete and submit all necessary T&A forms (for example, Overtime Request and Authorization for Payment) to their supervisor for approval. Changes to regular work schedules and requests for premium hours must be approved by the supervisor in advance.
- 8.1.2 For each pay period, employees must accurately complete their T&A for the pay period into ATAAPS, generally by the close of business on the second Friday of each pay period.
- 8.1.3 Employees must also concur on their ATAAPS input indicating that the reported data is accurate for leave and pay purposes, including any premium hours worked.
- 8.1.4 In rare circumstances where employees must modify their T&A for a prior pay period, the employees must re-concur in ATAAPS and promptly notify their supervisor of the changes made and the rationale for doing so.

8.2 Timekeepers

- 8.2.1 Timekeepers assist supervisors, as requested, in their responsibility to verify the accuracy of employees' T&A in ATAAPS. This includes verifying that leave reported in ATAAPS matches approved leave recorded electronically in ESS (for example, the "Leave Calendar by Team" or "Leave Summary by Team and Pay Period" reports) or the OFM Form 71, Request for Leave. Discrepancies should be immediately brought to the attention of the employee, and if necessary, to the supervisor for resolution.
- 8.2.2 Timekeepers input employee premium hours worked into ATAAPS. On rare occasions when employees cannot do so on their own, timekeepers input employee work and leave hours into ATAAPS based upon the supervisor's best knowledge of the employee's actual T&A.

- 8.2.3 Timekeepers must identify uncertified T&A entries in ATAAPS by running two queries each pay period: “Uncertified Employees” and “Retro Uncertified Employees”.
- 8.2.4 Timekeepers will maintain the official record of employee T&A documentation including Overtime Request and Authorization for Payment, Compensatory Time for Non-Local Travel Determination, Jury Duty certification, and military leave of absence forms and military orders. Timekeepers must retain supporting T&A documentation in accordance with the EMCBC Master File Plan. Medical certifications in support of leave are confidential and must be retained by the supervisor. Electronic T&A records in ATAAPS and ESS will not be retained in a paper format.

### 8.3 Supervisors

- 8.3.1 In conjunction with Timekeepers, supervisors ensure the accuracy of T&A data through observation, discussion and review of employee work products. This is especially true for employees working away from the EMCBC office. When an employee’s schedule of hours of duty or work location differs from the supervisor’s, the supervisor may:
  - 8.3.1.1 Arrange for another supervisor to observe the employee occasionally during times the supervisor is not present and/or visit the employee’s work site occasionally;
  - 8.3.1.2 Determine the reasonableness of work output for the hours reported;
  - 8.3.1.3 Contact the employee periodically during the employee’s scheduled work hours.
- 8.3.2 Certify in ATAAPS employee T&A entries. Certification indicates that T&A entries are true and accurate for leave and pay purposes according to the best of the supervisor’s knowledge. In order to ensure employees are paid, all employees must be certified before Headquarters closes ATAAPS (generally, the Wednesday afternoon following the end of the pay period). Supervisors must also ensure that prior pay period changes made in ATAAPS are appropriate and, if so, re-certify; this should be done as promptly as possible.
- 8.3.3 Retain medical documentation supporting T&A leave confidentially and as a T&A record.

9.0 RECORDS MAINTENANCE

9.1 Records generated are identified as follows and are maintained in accordance with the EMCBC Master File Plan.

9.1.1 ADM 02-07 – Time and Attendance Source Records – included are Overtime Request and Authorization for Payment, Compensatory Time for Non Local Travel Determination, Credit Hours Earned, Military and Jury Duty Leave are maintained by the respective Timekeeper; Medical certifications are maintained by the respective Supervisor.

9.2 Electronic T&A records generated shall be retained in ATAAPS and maintained at DOE Headquarters. OFM-71 Leave Forms are retained electronically in ESS and maintained at DOE Headquarters.

10.0 FORMS USED- all forms are the latest revision unless otherwise specified.

10.1 DOE F 2220.20, Overtime Request and Authorization for Payment.

10.2 PS-322-01-F2, Compensatory Time for Non-Local Travel Determination

10.3 IP-535-01-F1, EMCBC Credit Hour Earned

11.0 ATTACHMENTS

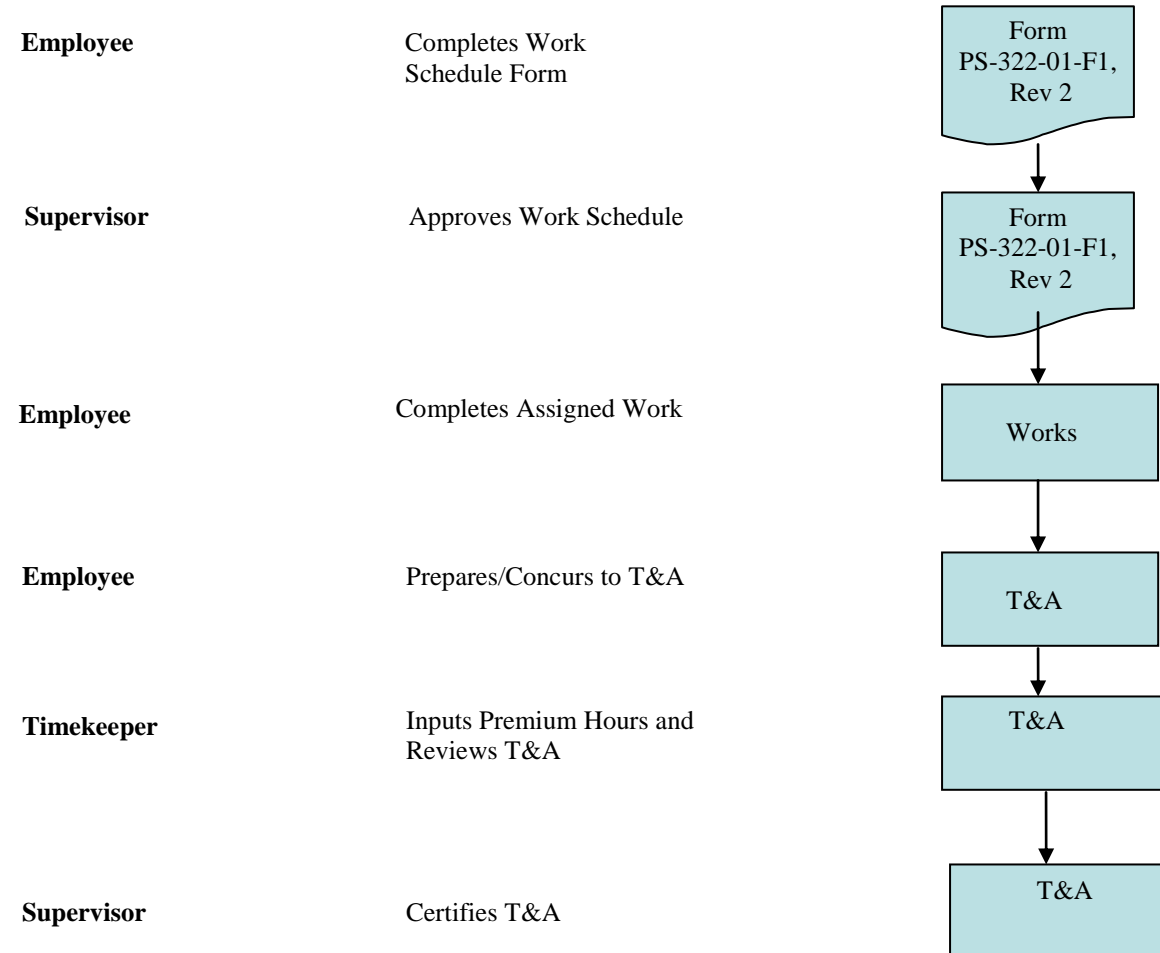
Attachment A – DOE F 2220.20, Overtime Request and Authorization for Payment

Attachment B – PS-322-01-F2, Compensatory Time for Non-Local Travel Determination

Attachment C – IP-535-01-F1, EMCBC Credit Hour Earned Form

12.0 FLOWCHART

12.1 Time and Attendance Process, Regular Hours Worked

12.0 FLOWCHART**Time and Attendance Process  
Regular Hours Worked**



**OVERTIME REQUEST AND AUTHORIZATION FOR PAYMENT**

DOE F 2220.20  
(11-90)  
(Previous editions are obsolete)  
EFG (08-89)

**U.S. Department of Energy  
Washington, DC 20585**

Date: \_\_\_\_\_ Office: \_\_\_\_\_ Block & Timekeeper: \_\_\_\_\_ - \_\_\_\_\_  
Pay Period: \_\_\_\_\_ - \_\_\_\_\_

This overtime is pre-scheduled for the week ending: \_\_\_\_\_ (The work week begins @ 12:01 AM Sunday and ends Saturday @ 12:00 PM midnight.) To be entitled to night differential on overtime for non-wage grade employees, the overtime must be scheduled in advance of the work week.

Advanced Overtime Request				Actual Overtime Authorized For Compensation					
Employee Name	Pre-Scheduled			Explanation or Justification	Actual			Check One* Compensation	
	Date	QT Hours	Time From-To		Date Worked	OT Hours Worked	Time From- To	Payment	Comp

*\*Refer to DOE 3550.1A, PAY ADMINISTRATION AND HOURS OF DUTY, of 12-22-87, for determination when overtime and compensatory time off are appropriate.*

The overtime requested above conforms to DOE policy.  _____ Date _____ T/A Certifying Official		I certify that the actual overtime/compensatory time reflected above is in agreement with the time sheets.  _____ Date _____ T/A Certifying Official
Approval is granted for the overtime requested above to meet organizational workload.  _____ Date _____ Overtime Approving Official		

## Attachment B

## COMPENSATORY TIME FOR NON-LOCAL TRAVEL DETERMINATION FORM

Last Name	First I	PP/Series/ Grade	Commute to Work	Tour-of-Duty	Start	Stop					
							Employee's Signature				Date
<b>TRAVELING BY AIR</b>											
<b>TRAVELER COMPLETES SECTIONS BELOW</b>								<b>SUPERVISOR/TIMEKEEPER COMPLETES</b>			
Date	Depart	Arrive-at- Airport	Wait-at- Airport	Lunch/ Dinner	Flight	Drive Site/ Home	Total	Minus Reg Hours	Commute Time	Meal Time	Comp Time
ADDITIONAL COMMENTS:											
<b>TRAVELING BY PRIVATELY OWNED VEHICLE</b>											
<b>TRAVELER COMPLETES SECTIONS BELOW</b>								<b>SUPERVISOR/TIMEKEEPER COMPLETES</b>			
Date	Depart	Arrive-at- Location	Lunch/ Dinner	Date	Depart	Arrive Home	Total	Minus Reg Hours	Commute Time	Meal Time	Comp Time
ADDITIONAL COMMENTS:											
							<b>TOTAL COMPENSATORY TIME APPROVED</b>				
<b>SIGNATURE OF AUTHORIZING AND APPROVING OFFICIAL</b>					<b>DATE</b>						

ATAAPS codes for compensatory time for travel are "CB" for earned travel compensatory time and "CF" for used travel compensatory time.

## Employee \_\_\_\_\_

Date \_\_\_\_\_

Pay Period Beginning \_\_\_\_\_

	EARNINGS		
Date	From	To	Amount of Time
	Total Earned Time		

(Employee) \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

(Supervisor) \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

**Note:** Credit hours must be earned before they may be used. A maximum of 24 credit hours may be carried over to the next pay period for full-time employees; part-time employees may carry over ¼ of the biweekly basic work requirement. Credit hours may be earned in 15 minute increments.

**EMCBC RECORD OF REVISION**

DOCUMENT TITLE: IP-535-01, Rev. 1 Time and Attendance Reporting

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
1	New Document	All	06/10/10
Page Change (PC)	Credit hours added Compensatory Time for Non-Local Travel Determination attached as a sample Credit Hours Form attached as a sample	p. 4: 6.5.5.3: 6.5.2 p. 10 p. 11	06/18/12